



**CITY OF KEY WEST
CIVIL SERVICE BOARD
(305) 809-3770**

AGENDA

**CITY OF KEY WEST CIVIL SERVICE BOARD
NOVEMBER 14, 2012 – 5:30 P.M.
CITY HALL – LEGAL CONFERENCE ROOM
3128 FLAGLER AVENUE – HABANA PLAZA**

- I. MEETING CALLED TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVE MINUTES
AUGUST 15, 2012 REGULAR MEETING
JUNE 20, 2012 REGULAR MEETING
- V. NEW BUSINESS
 - A. SCHEDULE OF REGULAR MEETINGS AND EXAMINATIONS 2013
 - B. PROPOSED RULES AND REGULATIONS AMENDMENT – III.H.I.
 - C. NEXT SCHEDULED CSB ACTIVITIES:
Fire Exam January 16, 2013
Regular Meeting February 20, 2013
- VI. OTHER BUSINESS
 - Informational copies of:
Memo dated 8/16/12 re police exam schedule
Cost for a summary of fire exam references
Summary of fire exam costs 2007-2012
- VII. ADJOURN

IF ANYONE DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS TIME OR HEARING, HE/SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. (FLORIDA STATUTE SECTION 286.0105)

*** It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number at 305-809-1000 or the ADA Coordinator at 305-809-3951 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.**

CIVIL SERVICE BOARD REGULAR MEETING 11/14/2012

AGENDA ITEM IV.

MINUTES

AUGUST 15, 2012 MEETING

CITY OF KEY WEST
CIVIL SERVICE BOARD
REGULAR MEETING MINUTES OF
AUGUST 15, 2012
LEGAL CONFERENCE ROOM – CITY HALL 3128 FLAGLER AVE

BOARD MEMBERS PRESENT:

George Cabanas, Chairperson Pro Tem
Mark Albury
Brian Dunlap
Tommy Mack

STAFF PRESENT:

Claire Hurd, Clerk
Sandy Gilbert, HR Director
Wayne Owen, IAFF Representative
Thomas Bouchard, KWFD Candidate

I. MEETING CALLED TO ORDER

The meeting was called to order at 5:40 p.m. by Chairman Pro-Tem Cabanas.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The Clerk called the roll. Members of the Board were present, except Chairperson Atwell. There was a quorum.

[Clerk's note, after the meeting Chairperson Atwell advised that he had a family emergency out of town.]

IV. APPROVE MINUTES

Not addressed at this meeting.

V. NEW BUSINESS

A. WELCOME NEW MEMBER – Brian Dunlap

Recently-appointed Board member Brian Dunlap was welcomed to the Board.

B. Report Fire Exam - 7/18/2012

Mr. Atwell and Mr. Albury and the Clerk attended the exam. The Clerk reported that six driver exams and three captain exams were administered.

C. Report on Exam Review Session – 8/14/2012

The Clerk reported that three candidates requested to review their exams. The review session was scheduled and took place on August 14, 2012. Mr. Mack and Mr. Albury attended the review session. Two candidates provided written challenges to a total of two questions.

Wayne Owen stated that he was speaking as Vice President of the IAFF. He asked why the challenge was scheduled so close to the CSB meeting. He said that an hour is not enough time to review more than 30 questions that were scored as incorrect. He said section 3.H. of the CSB Rules does not specify any length of time for a review session, and that the Clerk told him that historically the Board has allowed one hour. During the course of discussion, Mr. Owen said it is not easy to research more than 30 questions in an hour and that it is not fair to make candidates rush through a review, when they are only a few points short of a career-changing passing score that makes them eligible for promotion.

The Clerk commented that the purpose of the promotional exams is as an assessment tool. The Board is not responsible nor qualified to educate candidates. The Clerk said the test preparer was selected by the Board, upon recommendation of the Fire Department, because they have expertise in preparing questions. In accordance with CSB Rules, the Fire Chief [Designee, Michael Davila] reviewed the study materials and approved questions before the exam was administered. She added that the examinations are leased, not owned by the Board, and that the test preparer conditions use of the examinations upon specific procedures.

Mr. Owen said that when he reviewed his exam, he worked with other candidates and took as long as he needed. He said it is important to provide opportunities for candidates to find a career-making score. He said that it is not appropriate for the Clerk to interject advice or opinions -- not rule or law -- at meetings. The Clerk said the Board could decide to amend its rules, and that the City Commission would need to approve any amendments.

During the course of 12 minutes of discussion, Mr. Owen asked the Board to consider amending its rules to allow at least two hours for a review. Chair Pro Tem Albury said that was a reasonable request. A proposed rule amendment will be placed on the next CSB agenda. Once the Board approves an amendment, the City Commission must consider the Board's recommendation.

Mr. Mack asked the Clerk to find out the cost of obtaining a list of citations to support each test answer from the test preparer.

D. Police Promotional Exam Challenge

The Clerk reported that immediately following the (8/14/12) review session, she submitted the written challenges to the test preparer for a response, and that she had received a written response back from test preparer on the day of the CSB meeting (8/15/12). She said that she promptly forwarded the response to the Board members by email, and also provided hard copies of the response (2 pages) for the Board's review at the CSB meeting. The Clerk further

advised that all testing materials are confidential, and so the Test Preparer's response would not have been provided in the regular agenda package, which is available to the public.

All Board members present were given adequate time to review the recommendation submitted by the test preparer.

Mr. Cabanas said that he agreed with the test preparer's response [the question is correct as originally scored, and supported by text in the study materials] – and the score should not be changed. During discussion, Mr. Owen said that the Chief told him that the fire department does not use anything related to Iowa, which was the subject of a challenged question. Mr. Mack said the question was drawn from the study materials. Mr. Albury advised the test candidate who was present about the page numbers the test preparer cited in support of the correct answers on the exam.

Mr. Mack motioned to accept the test preparer's recommendation. Mr. Albury seconded the motion. The motion passed unanimously.

[Clerk's Note: The test question and the preparer's response were distributed and collected at the meeting, and not included in the regular agenda package due to the confidential nature of test questions. The test preparer response to each challenge provided a citation from the study materials and concluded "Resolution – Question remains on test ."]

E. Ratify Fire Promotional Exam Scores

Mr. Albury moved to ratify the fire exam scores for the examinations administered on July 18, 2012 – as reflected in the memo contained in the agenda package. Mr. Mack seconded the motion. Motion passed unanimously.

[Clerk's note: The scores reported are as follows: Driver Angelina Maltese – 70, Manuel I. Pichardo – 69, Thomas A. Bouchard Jr. - 68, Brandon S. Kocis- 65, Tim L. Anson – 62, Brian M. Rose - 61, Captain Jason H. Means- 73, Robert Franco – 64, Greg Gerez – 50]

D. Next Scheduled Activities

The next regular meeting is scheduled for November 14.

VI. OTHER BUSINESS

The Clerk advised that the Board would schedule the next Fire Exam during the November meeting.

The Clerk advised that Asst. City Manager Mark Finigan had informed her that because examinations cost more than the threshold for purchases made without a bid process, it was necessary for the CSB to obtain price quotes for examinations, pursuant to the City's policies. The Clerk advised the Board that she would work on that process. She said the process of selecting a test preparer is complex because the preparer must be approved by both the

department and the CSB, and finding a test preparer with policies that conform with rules of the CSB was a challenge two years ago.

Ms. Gilbert informed the Board that during the process of negotiating the PBA contract, the police have requested that candidates who have passed an exam would remain on a promotional list for a period of two years, instead of one year.

The Clerk asked Ms. Gilbert to clarify during negotiations whether that would mean that promotional exams would be administered every two years, or if the Board would be expected to continue to administer exams annually.

VII. ADJOURNMENT

There being no further business, Mr. Dunlap moved to adjourn the meeting. Mr. Albury seconded the motion. Motion passed unanimously. Meeting adjourned at 6:03 pm

Claire Hurd, Clerk of the Board

CIVIL SERVICE BOARD REGULAR MEETING 11/14/2012

AGENDA ITEM IV.

MINUTES

JUNE 20, 2012, 2012 MEETING

CITY OF KEY WEST
CIVIL SERVICE BOARD
REGULAR MEETING MINUTES OF
JUNE 20, 2012
LEGAL CONFERENCE ROOM – CITY HALL 3128 FLAGLER AVE

BOARD MEMBERS PRESENT:

Tim Atwell, Chairperson
Mark Albury
George Cabanas
Tommy Mack

STAFF PRESENT:

Claire Hurd, Clerk

I. MEETING CALLED TO ORDER

The meeting was called to order at 5:35 p.m. by Vice-Chair Atwell, in light of the passing of former Chair Ray Limbert.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

The Clerk called the roll. All members of the Board were present. There was a quorum.

IV. APPROVE MINUTES

Mr. Cabanas moved to approve the minutes of February 29, 2011. Mr. Albury seconded the motion. Motion passed unanimously.

V. NEW BUSINESS

A. ELECTION OF OFFICERS

Mr. Cabanas nominated Mr. Atwell to be Chair of the CSB, citing Mr. Atwell's length of service, and knowledge about the Board's responsibilities. Mr. Mack seconded the motion. Motion passed unanimously.

B. Report Police Exam - 5/16/2012

Mr. Atwell and Mr. Albury and the Clerk attended the exam. The Clerk reported that eleven officers and four sergeants sat for the exam.

C. Report on Exam Review Session – 6/13/2012

Six candidates requested to review their exams, and five candidates attended the review session. Mr. Cabanas served as Review Supervisor and Mr. Mack attended the review session, along with the Clerk. There was one challenge to the exam. The Clerk forwarded the challenge, along with supporting study material to the test preparer for a recommendation.

D. Police Promotional Exam Challenge

All Board members present were provided with a copy of the exam challenge and the test preparer's response/recommendation, and given adequate time to review the information.

Mr. Cabanas moved to accept the test preparer's response, (to not grant credit for the challenged question), and Mr. Mack seconded the motion. The motion passed unanimously.

[Clerk's Note: The test question and the preparer's response were distributed and collected at the meeting, and not included in the regular agenda package due to the confidential nature of test questions. The test preparer response concluded "S & A does not recommend granting credit for XXX since XXX is the only correct response alternative based on the source text."]

E. Ratify Police Promotional Exam Scores

Mr. Cabanas moved to ratify the police exam scores for the examinations administered on 5/16/12 – as reflected in the memo contained in the agenda package. Mr. Albury seconded the motion. Motion passed unanimously.

[Clerk's note: The scores reported are as follows: **Lieutenant Exam:** Sean Brandenburg - 86.00, Areaka Jewell - 85.00, Hollis Wood - 85.00, Jeffery Williamson - 85.00, **Sergeant Exam:** Eric Biskup - 96.00, Joseph Bradley Lariz - 89.00, Randall Smith - 84.50, Frank Betz - 82.50, Frank Duponty - 81.00, Matthew Haley - 80.75, Michael Chaustit - 76.00, Kuniko Keohane - 76.00, Richard Thomas - 75.75, Donald Barrios - 69, Fred Carter Sims – 69]

D. Next Scheduled Activities

Mr. Atwell and Mr. Albury volunteered to proctor the Fire Promotional Exams scheduled for July 18, 2012.

The next regular CSB meeting is scheduled for August 15, 2012. The Clerk advised that if there is a challenge to the Fire Exam, and a response from the test preparer is not available by the meeting date, she will advise the Board so that the meeting can be rescheduled if it would be practical.

VI. OTHER BUSINESS

Mr. Cabanas said that it is important that a new Board member is appointed. With only four members, there is a risk that there could be a split vote on future agenda items. The Clerk said she had received two phone calls inquiring about the position, and that she referred those callers to the Mayor's office. She said she would remind the Mayor that a new member is needed, especially because there is an even number of members in the event of a split vote on an agenda item.

VII. ADJOURNMENT

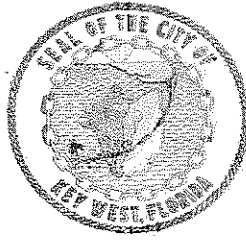
There being no further business, Mr. Albury moved to adjourn the meeting. Mr. Mack seconded the motion. Motion passed unanimously. Meeting adjourned at 5:48 pm

Claire Hurd, Clerk of the Board

CIVIL SERVICE BOARD REGULAR MEETING 11/14/2012

AGENDA ITEM A.

SCHEDULE OF REGULAR MEETINGS 2013



CIVIL SERVICE BOARD
CITY OF KEY WEST
PO BOX 1401
KEY WEST, FL 33041
(305) 809-3772

CIVIL SERVICE BOARD
2013 MEETING DATES
AND EXAM DATES

ALL MEETINGS BEGIN AT 5:30 P.M.
AT LEGAL CONFERENCE ROOM – CITY HALL
3128 FLAGLER AVENUE (HABANA PLAZA)

Wednesday, February 20, 2013

Wednesday, June 19, 2013

Wednesday, August 21, 2013

Wednesday, November 20, 2013

PROMOTIONAL EXAMINATION DATES

Police Exam Date: May 15, 2013

Fire Exam Dates: January 16, 2013
July 17, 2013

CIVIL SERVICE BOARD REGULAR MEETING 11/14/2012

AGENDA ITEM B.
PROPOSED AMENDMENT TO RULES AND
REGULATIONS – SECTION III. H.1.

PROPOSED AMENDMENT TO CSB RULES & REGULATIONS –
SECTION III.A.1. (FOR CONSIDERATION AT REGULAR MEETING OF THE
CIVIL SERVICE BOARD ON 11/14/2012)

H. Review Procedure

1. An applicant may inspect his/her examination after taking the examination and receiving his/her preliminary examination results. The Board shall establish a Review Date for all applicants who, within five (5) working days after notification of the results, request inspection of his/her examination in writing to the Clerk of the Board. The Board shall designate two (2) Board members to be present during the examination review. One Board member designated to be present during the examination review shall be the Review Supervisor. The Review Supervisor and other designated Board member shall ensure that applicants limit their inspection to a mere review of the questions and their incorrect answers. The examination review shall not exceed two hours in length. The applicant is not permitted to review his/her examination with any resource materials other than the reference material from which the promotional examination questions were created.

[** Coding: Added text is underlined; deleted text is ~~struck through~~.]

CIVIL SERVICE BOARD REGULAR MEETING 11/14/2012

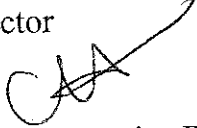
AGENDA ITEM VI.
OTHER BUSINESS
(NO ACTION REQUIRED)



CIVIL SERVICE BOARD
(305) 809-3770

MEMORANDUM

TO: Sandy Gilbert, HR Director

FROM: Claire Hurd 
Legal Assistant/Clerk, Civil Service Board

DATE: August 16, 2012

RE: PBA Contract Negotiations

You mentioned at last night's CSB meeting that during PBA contract negotiations this year, there is a proposal being considered to make police exam scores valid for a two year period.

The Board expressed no opposition to this concept.

I wanted to clarify that the PBA contract should make it clear that promotional examinations shall be administered every two years. As long as the promotional process is based on a point system, it is important that the officers are awarded points on an equal basis.

If the CSB continued to provide an examination every year, it would not be reasonable to believe that the scores from two different exams, administered in different years, would be comparable.

cc: Shawn D. Smith, City Attorney

From: Claire Hurd <churd@keywestcity.com>
To: Sarah Rivera <inbox@optimalnumbers.com>
Sent: Tuesday, August 21, 2012 11:46 AM
Subject: Price quote - correct answers with citations

Thank you for the quick response to my request for challenge recommendations the other days. The CSB accepted the recommendation, and ratified the fire scores last week.

Some members of the Board asked how much the cost would be to have on hand at the review session a list of the correct answers for the whole exam, along with citations from the study materials. (The intention, I believe is that Board members at the review could, on-the-spot, show a candidate citations to support specific questions, thereby reducing the likelihood that candidates will submit challenges. Of course, the candidates would at no time be given access to the actual list of correct answers and citations.)

Please call me if you need me to clarify this question.

Thank you!

--

Claire L. Hurd
Legal Assistant/CSB Clerk
City of Key West
PO Box 1409
Key West, FL 33040
(305) 809-3770 (Phone)
(305) 809-3771 (Fax)

From: Sarah Rivera inbox@optimalnumbers.com via yahoo.com

To: Claire Hurd <churd@keywestcity.com>
Sent: Wednesday, August 29, 2012 12:08 PM
Subject: Re: Price quote - correct answers with citations

I talked to Henry and the best option is a book and page report that we could provide you. It breaks down each question by book and with the page the question came from. The cost would be \$175.

Please let me know if you have any further questions.

Thank you,

Sarah L. Rivera
Office Manager
Fire Service Testing Company, Inc.
6630 Odom Rd.
Lakeland, FL 33809
P-863-815-8287
F-863-815-8358

CSB FIRE EXAM - ELIGIBILITY/ SCORE/COST DATA 2007-2012

	# Driver Eligible	# Capt. Eligible	# Driver took exam	# Capt took exam	# Driver Passed	# Capt. Passed	Cost for Exams	Cost per eligible candidate	Cost per candidate that took exam	Cost per candidate that PASSED exam
07/18/12	11	4	6	3	1	1	1635.00	109.00	181.67	817.50
01/18/12	11	7	9	6	2	4	1865.00	103.61	124.33	310.83
07/20/11	11	7	11	6	1	0	1945.00	108.06	114.41	1945.00
01/13/11	11	7	5	9	0	0	1820.00	101.00	130.00	None passed
8/26/2010	3	1	1	1	0	0	830.00	207.50	415.00	None passed
1/27/2010	4	3	2	1	2	1	711.00	101.57	237.00	237.00
9/30/2009	4	5	2	4	2	4	1358.00	150.88	226.33	226.00
1/21/2009	3	3	1	2	0	0	1327.00	221.16	442.33	None passed
9/30/2008	6	2	3	2	3	0	1346.00	168.25	269.20	448.66
2/13/2008	10	6	5	5	5	4	1563.00	97.69	156.30	173.00
7/11/2007	9	3	3	2	1	0	1339.00	111.33	267.80	1339.00
1/10/2007	4	2	1	2	0	1	1336.00	222.66	445.33	1336.00

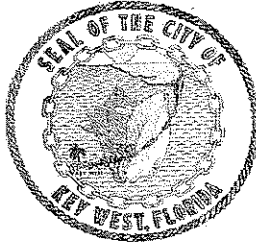
OF CANDIDATES ADDED TO LIST 17 15

Between 2010-2012 (six exam administrations)

4 Drivers failed exam 4 times each 2 Captains failed exam 3 times each
1 Driver failed exam 3 times each 3 Captains failed exam two times each
6 Drivers failed exam 2 times each 3 Captains failed exam one time each
3 Drivers passed exam first time trying 1 Captain passed exam first time trying

POLICE EXAM 2012 -- 49 Eligible, 15 took exam, 13 passed. Cost \$1762.50 -- \$117.50/ candidate (\$135.57 per candidate that passed)

Prepared by C. Hurd, CSB Clerk 10/3/12



CIVIL SERVICE BOARD
CITY OF KEY WEST
PO Box 1409
Key West, FL 33041
(305) 809-3770

MEETING NOTICE

THE CITY OF KEY WEST

CIVIL SERVICE BOARD

WILL HOLD A REGULAR MEETING ON

WEDNESDAY, NOVEMBER 14, 2012
at 5:30 p.m.

**CITY HALL-LEGAL DEPT. CONFERENCE ROOM
3128 FLAGLER AVE, HABANA PLAZA, KEY WEST**

ANY QUESTIONS, PLEASE CONTACT CLAIRE HURD AT 809-3770. THANK YOU.

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cc: Board Members
Sandy Gilbert, Human Resources
City Clerk's Office
Chief Donnie Lee, Police Dept.
Chief David Fraga, Fire Dept.
Posting on bulletin boards